



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of Human Resources

Finance Administrator Job Description

Job Summary

The Finance Administrator administers all aspects of the Town's financials including tracking, internal controls of the fiscal records, financial systems of the Town, and cash management. The Finance Administrator is also cross trained in all aspects of the Human Resources Administrator position.

Supervision Received

Town Administrator

Supervision Exercised

Finance Officer

Examples of Duties and Responsibilities

Finance

- Accurate financial tracking, oversight, and internal controls of the fiscal records, financial systems of the Town, and cash management to include review of monthly transactions and financial statements.
- Monthly reconciliation, internal and external financial oversight, and reporting requirements to include the General Fund, revolving funds, enterprise funds, petty cash accounts, and other accounts held by the Town.
- Oversee weekly Accounts Payable (AP) and Accounts Receivable (AR) processing including reviewing invoices and check/EFTs manifest creation for review by the Select Board and Town Treasurer.
- Purchase order processing.
- Maintain insurance records of current sub-contractors; maintain, file, and request completion of W-9 from vendors.
- Sign routine and expected invoices ensuring a copy is distributed to the appropriate department head.
- Prepare invoices for special details worked by police officers; verify special detail slips to officers' timesheets; bill companies that required the detail, track bills sent, and payments received.
- Maintain bonds, sureties, and letters of credit for current developers; coordinate bond/release with the Planning Board, Building Inspector and the Select Board.
- Perform month end closing activities, including AP aging, AR reconciliation, etc.
- Coordinate with the Town Treasurer and Trustee of the Trust Funds concerning applicable accounts.
- Prepare and submit all required quarterly reports.
- DRA requirements such as MS reporting forms.



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- General ledger maintenance including transfers, journal entries, etc.
- Coordinate the annual audit and assist the auditors with support and information requests.
- Maintain and provide GASB requirements.
- Assist in Tax Rate Setting.
- Conduct year end closing entries and financials.
- Research and recommend updates to financial procedures as needed.
- Maintain capital asset records.

Human Resources

- Perform weekly payroll review and serve as backup for payroll entry.
- Assist Human Resources Administrator with employee wellness activities.
- Serve as backup to the Human Resources Administrator.

Budget

- Responsible for the creation of all budget binder books and amendments of same for the Select Board, Advisory Budget Committee, Town Administrator, and Finance/HR Administrator during the budget preparation.
- Attend all Advisory Budget Committee meetings, various Select Board meetings, and others as needed.
- Coordinate and assist with the annual budgeting functions with each budget, confirming financial line-item request calculations.
- Prepare various financial reports for the Town Administrator and Select Board.
- Provide communications and direction on reporting or financial procedures with the Town departments.
- Assist the Town Administrator with the creation of various budgets as needed.
- Create excel spreadsheets for financial research comparisons as needed or required.
- Work with all departments assisting with budget inquiries, invoices, and general questions.

Other

- Attend all necessary training and seminars provided by insurance vendors, the NH Municipal Association, and other associations.
- Provide back up for bank deposits, accounts payable, payroll and receivables.
- Maintain a high degree of confidentiality on all issues.
- Work closely with Town Treasurer and assist when needed.
- Perform any other duties as specified.



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The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

Qualifications, Knowledge, Skills, and Abilities

- Bachelor's Degree in finance, administration, or related field (experience may substitute for education).
- Five years of progressively responsible finance (fund accounting) experience.
- Knowledge of State statutes, Town policies, rules and regulations, and the practices and procedures of all Town departments.
- Knowledge of municipal budget laws, government accounting standards (GASB, NH RSA's, accounting policies, procedures, and requirements), and related software.
- Knowledge of the Town's deposit policies.
- Skill in accounting.
- Skill in the use of accounting software, databases, table structure, word processing.
- Skill in bank reconciliations.
- Ability to communicate effectively both orally and in writing.
- Ability to work under pressure and to maintain a high level of professionalism and confidentiality at all times.
- Ability to maintain a positive working relationship with officials, department heads, employees, the business community, and the general public.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Working Conditions and Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing this job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods, stand frequently, use hands to handle and feel objects or controls, reach with hands and arms, bend, and lift and/or move 25 pounds or less.



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Primary Physical Requirements	Other Physical Considerations
Lift up to 10 lbs.: Frequently required. Lift up to 25 lbs.: Occasionally required. Lift 26 to 50 lbs.: Rarely required. Lift over 50 lbs.: Rarely required.	Twisting: Frequently required. Bending: Frequently required. Crawling: Rarely required. Squatting: Rarely required.
Carry up to 10 lbs.: Frequently required. Carry 11 to 25 lbs.: Occasionally required. Carry 26 to 50 lbs.: Rarely required. Carry over 50 lbs.: Rarely required.	Kneeling: Rarely required Crouching: Occasionally required. Climbing: Rarely required. Balancing: Rarely required.
Reach above shoulder height: Occasionally required. Reach at shoulder height: Frequently required. Reach below shoulder height: Frequently required. Push/Pull: Frequently required	Work Surface(s)
	Indoor surfaces; may include uneven surfaces.
	During an 8 Hour Day Employee is Required to:
Hand Manipulation	Consecutive Hours Total Hours
Grasping: Frequently required.	Sit: approximately 6 Up to 8
Handling: Frequently required.	Stand: approximately 1 Up to 8
Torquing: Rarely required	Walk: approximately 1 Up to 2
Controls and Equipment: Standard office equipment	